

# Job Posting

May 13, 2022

**Position Title:** Full-time Clerk/Hearing and Vision Technician

**Pay Rate:** \$14.28 – 17.16

**Division:** Personal & Family Health (Chippewa County Health Department)

**Union:** Non-union

## **Job Summary:**

This is a split position, an employee of this classification provides clerical support to many different and varied Personal & Family Health programs, including WIC, as well as reception duties for clients at the front desk. In addition, this person will travel to schools in Chippewa County to perform hearing and vision screenings for children in our community, training will be provided. This individual must be able to maintain effective working relationships with supervisors and coworkers in all areas of the Health Department.

## **Education, Training, Experience, Certification/Licensure:**

- High School graduate with some college courses preferred.
- Six months experience working with children, one year of general clerical experience is required. May require experience and training in various computer software and equipment.

**Other Requirements:** Completion of a two-week training program and certification as a Hearing & Vision Technician by the Michigan Department of Community Health.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **Special Equipment, Skills or Other Requirements:**

- Ability to maintain effective working relationships with supervisors and coworkers in all areas of the Health Department
- Excellent customer service skills, contributes to team effort of providing superior customer service to the enhance image of the Health Department
- Ability to prioritize, multitask, and work independently
- Adheres to health department telephone courtesy standards for answering, placing, and transferring phone calls as well as general telephone use
- Performs a variety of functions including registering clients into Insight system, scheduling appointments, assisting clients with required information for visit, preparing reports, verifying data and documentation, performing outreach activities, filing and using work processor to facilitate written communication
- Excellent communication skills, ability to communicate effectively either through written or oral communication
- Ability to deal with numbers and people
- Excellent computer skills in varied programs (computer skills testing required)

**Work Environment and Hazards:**

- Computerized office setting; significant standing and sitting to use office equipment, telephone, computers and necessary paperwork
- School settings

**Work Contact Group:**

- All departments of the Health Department

**PHYSICAL REQUIREMENTS:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to travel throughout the county to access children in various locations.
- Ability to enter and retrieve documents from office files.
- Lifting and carrying various pieces of testing equipment weighing up to 40 lbs.
- Ability to operate copy machines and other office equipment.
- Stooping, kneeling, and crouching to retrieve and put away supplies and materials.
- May require the ability to travel throughout the county to various clinic locations.
- May require the ability to climb stairs to access work sites.

- **WORKING CONDITIONS**

- Works in office and clinic conditions.
- Travels throughout the county in all kinds of weather conditions.
- Works in indoor locations, often under very disruptive conditions.
- Exposure to communicable and nuisance diseases, blood and other bodily fluids.

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Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at [www.chippewahd.com](http://www.chippewahd.com). EOE